



# County of Galveston

## Human Resources

### JOB POSTING NOTICE

**Galveston County is seeking a new Misdemeanor Assistant District Attorney for the District Attorney's Office.** The right candidate tries cases, provides legal counsel to the court, and performs other complex legal functions. We want you to join our team of legal professionals.

**JOB TITLE:** Misdemeanor Assistant District Attorney

**DEPARTMENT:** District Attorney's Office

**SALARY:** \$58,859.52 a year

**JOB GRADE:** 21E

**OFFICE ADDRESS:**

600 59th Street  
Galveston, Texas 77551

**OFFICE HOURS:**

8:00am to 5:00pm,  
Monday – Friday

**PHONE:** (409) 770-5418

**FAX:** (409) 770-5351

**WEBSITE:** <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

**TO APPLY:**

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

**QUALIFICATIONS/REQUIRED SKILLS**

- Graduation from an accredited school of law.
- 0-3 years litigation experience
- Government Experience Helpful but not required
- Must Pass Criminal Background Check
- Customer Service Oriented
- Excellent Computer Skills

**RESPONSIBILITIES INCLUDE**

- Tries cases before jury or Judge.
- Performs a variety of complex, independent duties in conjunction with court trials, including performing discovery, evaluating legal theories and principles, performing research, etc.
- Offers pleas to defendants on criminal matters.
- Screens cases; reads offense reports to determine if a crime has been committed and prepares narrative for the charging information.
- Coordinates with the Adult Probation Department in reviewing and filing Motions to Revoke Community Supervision cases.
- Represents the county during bond forfeiture hearings.
- Enters pleas before the Judge.
- Prepares jail docket offers and calculates time already served.
- Participates and assists in pre-trial preparations.
- Performs other complex legal functions in a specific, assigned legal area to include misdemeanors, family violence, and JP appeals.
- Able to report regularly for work and be on time.
- Performs other duties as assigned by supervisor.

**Date Posted:**

**8/4/2016**

**ADA/Equal Employment Opportunity Employer/VETS WELCOME**